

CERTIFICATION RENEWAL- HOW DOES IT WORK?

Training & Certification Program (TCP)

Effective Date: October 1, 2016

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WHAT IS CERTIFICATION RENEWAL?

To keep your certification active, it is your responsibility to remain in compliance with the required continuing education hours (CEH).

- Certification Year Definition: 12 months from the date your certification was issued.
- 80 CEH credits within 5 years, no more than 24 CEH credits recommended per certification year.
- All CEH credits must pertain to contract/procurement related topics.
- Where you can find [Upcoming External Opportunities](#) to obtain CEH.

RENEWAL FEES

- One certification = \$50
- Dual certification = \$75

Please Note: Do not send payment until invoice is received.

SUBMITTING YOUR RENEWAL DOCUMENT

- Your Excel Spreadsheet is your “Official” renewal document. It must be emailed as a file (not PDF) no earlier than 60 days and no later than 30 days prior to your certification expiration date.
- Email to: cert.renewal@cpa.texas.gov

WHAT IS A “DUAL” CERTIFICATION? (CTP & CTCM OR CTPM & CTCM)

- Each certification will keep the original issued certification # and issued date, but will now have the same expiration date. If you plan on renewing under a dual certification, the 80 hour CEH requirement will renew both certifications.
- Keep in mind that you cannot use the core hours acquired from attending the required procurement and/or contract management courses to use as CEH towards renewal of that certification.

HOW DO I DOCUMENT MY CONTINUING EDUCATION HOURS (CEH)?

- All CEH information, including uploading any verification documents, must be entered in your [State Certification Renewal](#) spreadsheet.
- Instructions on how to insert documents will be found in column E (comments) within the spreadsheet.

MISSING CERTIFICATION DOCUMENTATION?

The following will suffice as verifying documentation and must contain your name, title and class date, provider of training, # of CEH's:

- Memo on agency letter-head from your manager/director
- Email from your manager/director
- Class agenda, course description, table of contents or sign in sheet with your manager/director's signature
- Training class/college transcript with your manager/director's signature

NEED YOUR TCP CLASS HISTORY?

1. Access the [registration site](#)
2. Scroll to the bottom of the table and enter your work email in the field titled “**Work Email Address**”
3. You can print this information like any other document. The class history summary will suffice for your CEH documentation.

Please Note: If you have changed email addresses or have used multiple email addresses to register for courses you will need to enter each one in order to get a complete “Class History Summary.”

NEED TO UPDATE YOUR TRAINING PROFILE?

1. Access the [registration site](#)
2. Go to the bottom of the table of classes listed
3. Click on RETURNING Student Registration
4. Enter the email address which was used to register for your last class.
5. At the top of the page, click on [Edit My User Information]
6. Make your changes and click on “Update Information”

If you have any changes, you must also fill out the [Certification Information Change Form](#).

DID YOU KNOW?

- One (1) hour of training equals one (1) CEH
- Staff meetings do not count as CEH's. If a training class/presentation will be conducted in conjunction with a staff meeting, a certificate will be required or verifying documentation excluding the meeting as part of CEH.
- All certified individual certificate information can be found on our site.

CONTACT INFORMATION

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